Church-Minister Relations

The Church-Minister Relations Team at
New Orleans Baptist Theological Seminary can:

Connect Students and Alumni to Ministry Opportunities

Connect Churches to Qualified Ministry Leaders

Assist Ministers in Developing Their Resumes

Assist Ministers through the Interview Process

Assist Churches in Search Team Training

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Visit **www.nobts.edu/cmr** or
Call 504-282-4455 or 1-800-662-8701, ext. 3291

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Minister's Guide to Resume Building

Resume Guidelines

Purpose
- Your resume is a reflection of you, your character, and your ministry.
- Your resume is the first impression that churches will have of you.
- Your resume communicates your calling, experience, abilities, and qualifications.
- Your resume does not need to include everything about you.
- Your resume should compliment the desired position.

Basics
- Your resume should be 2-3 pages in length.
- Formatting should be simple and consistent.
- Use a common font. (Times New Roman or Arial)
- Use a font size that is easy to read. (12-14 points)
- Use only black ink.
- Avoid using fancy graphics.
- Use bold and italic features to highlight important information.
- Include a quality, professional picture.

Content
- Begin by briefly introducing yourself, your family, and your call to ministry.
- Your contact information must be current and visible.
- Your experience will likely be the most important information on your resume.
- If your vocational experience is limited, include your volunteer experience.
- Include your primary responsibilities and duties.
- Points of growth and effectiveness demonstrate your leadership competency.
- Your educational background affirms your qualifications as a candidate.
- Including secular work experience will emphasize your strengths and skills.
- Vary your references. Avoid using family members as references.

Specific to our Ministry Connections Online System
- Save your resume in Microsoft Word (.doc) or PDF format.
- Our online resume service does not accept any other format.

Remember
- Your resume is a reflection of your character. Be honest.
- Your resume is a personal introduction, not an autobiography.
- Your resume should be concise and contain relevant information.
- Depend on God's will and calling, not your resume, to lead you into ministry.

Sample Resume

Name
Address
Phone Number
Email Address

Insert Photo
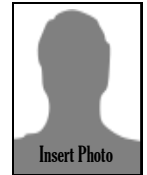
MINISTRY OBJECTIVE
Be specific about the goals but also flexible in what you can do.

PERSONAL INFORMATION
Salvation Date
Spouse, Marriage Date
Children, Ages
License/Ordination Date, Church

MINISTRY EXPERIENCE
Current/Most Recent Employment   Dates
Position
- Primary Responsibilities
- Growth/Effectiveness

Previous Employment   Dates
Position
- Primary Responsibilities
- Growth/Effectiveness

EDUCATION
Current/Most Recent Institution   Dates
Current Degree Program/Degree Earned
Major/Specialization
Anticipated Graduation Date

Previous Institution   Dates
Degree Earned
Major/Specialization

SECULAR WORK EXPERIENCE
Most Recent Employment, Position, Dates
Previous Employment, Position, Dates

REFERENCES
Four to six varied references.
Name, Position/Title, Organization
Street Address, City, State, Contact Number